



CT Arts Endowment Grantees Final Report Instructions

This document was created to assist with the electronic filing process of your Connecticut Arts Endowment Final Report.

If you are a new user to Fluidreview: Create an account by clicking “sign-up”. Complete registration page. When on the registration page, be sure to select the category “Final Report: CAEF (open)” from drop down menu. You will receive a confirmation mail from FluidReview. Once in FluidReview, click “Create New Submission”.

If you are a returning user of Fluidreview:

Log into your FluidReview account at: <https://coa.fluidreview.com/>

- Click on “Create New Submission”
- In the “category” box drop down menu: Choose “Final Report: CAEF (open)”
- In the box “Enter the name of the Grantee”: type in grantee organization name
- Click on “Get started”
- In the “task” box: click on “Fill out Final Report Form”

The outline below contains the information requested with the final report.

1. Grant Number (found in Page 1 of grant contract)
2. Grant Award Received
3. Organization Name
4. Contact Information
 - a. Contact Person
 - b. Contact Telephone
 - c. Contact Email
 - d. Mailing Address
 - e. City, State, Zip
5. Has any of the contact information provided above changed? Yes or No
6. Organization’s Fiscal Year End Date
 - 6a. applicants may enter fiscal year end date in the space below if you encounter problems with the calendar date entry in #6
7. Organization’s Operating Income
8. OPTIONAL - applicants may upload supporting documents such as images, videos or audio files.
9. Narrative - Explain specifically how funds were used. Applicants may upload support material if it relates to use of funds.
10. Financial Report: report expense categories in which the CT Arts Endowment Fund grant was spent.
 - a. Staff Salaries – Administration
 - b. Staff Salaries – Programmatic/Technical
 - c. Outside Professional Services
 - d. Equipment & Supplies
 - e. Space Rental or Occupancy Costs (including utilities)
 - f. Marketing/Publicity/Advertising/Printing
 - g. Capital Expenditures
 - h. Organization’s Endowment
 - i. Other (enter total amount & identify source(s) of expenses)
 - j. Identify “Other” expenses in the text box, (enter N/A if not applicable)
11. Certification: submitted (contact name); contact title; date



Department of Economic and
Community Development

Connecticut
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- Double check your work and then click on “Save & Exit”
- Click on “Submit Application”
- Click on “Continue”

Connecticut Office of the Arts

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